Institution: GENERAL DIRECTIONS FOR COMPLETING CURRICULUM EXHIBITS

Professional Education Core:

Each institution will file the professional education core on separate exhibits from those for individual endorsements. Complete an exhibit for the elementary education professional core and another for the secondary education core. List only those courses that <u>all</u> elementary or secondary students must take. Do not include courses unique to an individual major or endorsement program (see *Individual Endorsements* section below). File additional exhibits if you also offer graduate level licensure only programs, M.A.T. programs with professional core requirements that differ from those for undergraduate programs, and/or undergraduate programs that may have specialized professional education core courses such as music.

For each goal of the professional education core, identify the course number and title for each course identified in your assessment plan as addressing that area. For example, if your assessment plan specified that your foundations course, generic secondary methods course, content specific methods course, and student teaching all include content and/or competencies related to classroom management for secondary students, list all those courses EXCEPT the content specific methods course in the section/cell of the table for learning environment/ classroom management. Since the core is competency-based, you will probably list many more courses than you did on earlier curriculum exhibit sheets. Although you will not include syllabi and materials documenting the nature of your competency assessments, your methods and data related to task will be examined during state program reviews.

Individual Endorsements:

Most of the curriculum exhibit sheets include sections for indicating both the content requirements and one or two of the professional education core requirements. Some endorsements have special methods courses and/or special student teaching course numbers associated with them. For example, secondary education students must take content-specific methods courses; K-12 majors such as music may have special student teaching sections set aside for their experiences. Those kinds of courses will be listed in the professional education core section for an individual endorsement.

The content sections for the endorsements require that courses be listed according to the content areas identified in the endorsement requirements. If state requirements are merely a certain number of hours in a content (e.g. 15 hours in earth science), the format is much more general. Examination of the curriculum exhibits sheets will reveal the differences in specificity according to endorsement. For many, if not most of your endorsement programs, you should be able to copy information from your current exhibit sheets and paste it into the new ones. Also, most of the content sections include a column for designating the number of credit hours for each course. This is because the licensure requirements for most endorsements require a certain number of hours rather than the competency requirements of the core.

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Majors and minors are not listed separately on these forms. If you should wish to designate the differences in requirements, do so by listing all the courses required for a major in the table. Place an asterisk (*) beside the courses that would be taken for a 2 teaching area/minor and put a notation explaining the asterisk under the table. If you plan to use these sheets as a tool when advising your students, you may use this procedure; however, listing only the courses required of every student being recommended for that endorsement is acceptable when submitting the exhibits to the state.